



**Aimee X. Espinoza**  
**Auditor-Controller-County Clerk**

**KERN COUNTY AUDITOR-CONTROLLER-COUNTY CLERK**

1115 Truxtun Avenue, 1st and 2nd Floor ♦ Bakersfield, CA 93301-4639

January 1, 2016

**TEMPORARY ADDENDUM TO APPLICATION FOR LEGAL DOCUMENT ASSISTANT DUE TO CALIFORNIA ASSEMBLY BILL 285 (Chapter 295)**

Effective January 1, 2016, the Department of Consumer Affairs shall develop the application required to be completed by a person for purposes of registration as a Legal Document Assistant. To meet the new requirements this Temporary Addendum to the application is in place only until the official application is issued by the Department of Consumer Affairs. Please refer to the complete text of the chaptered bill, which is included in your application packet.

**INDIVIDUAL REGISTRATION AS LEGAL DOCUMENT ASSISTANT**

**Registration #:** \_\_\_\_\_

**Individual's Name or Business Name on Application:**

\_\_\_\_\_

**RENEWAL OF REGISTRATION – Individual/Corporations-Partnership**

Per Business & Professions Code Section 6402.2, to be eligible to renew registration, the registrant shall complete 15 hours of continuing legal education courses, which meet the requirements of Section 6070 MCLE (Minimum Continuing Legal Education Requirements), during the two-year period preceding renewal. This addendum is incorporated with my application dated:

I declare under penalty of perjury under the laws of the State of California that I have completed 15 hours of continuing legal education courses as required per B&P Code Section 6402.2, which meet the requirements set forth in B&P Code Section 6070.

<b>X</b>		
Signature*	Date	Place of Execution
<b>X</b>		
Signature *	Date	Place of

Execution

\* This Addendum MUST be executed by the same signers of application submitted to the County Clerk.

**CORPORATE/PARTNER  
LEGAL DOCUMENT ASSISTANT  
(LDA)  
APPLICANT CHECKLIST**

To complete the registration process, you must bring the following:

- ( ) Completed application signed by general partner or officer
- ( ) Supporting documents as requested on application form
- ( ) Valid government issued photo identification (Driver's License)
- ( ) Bond amount based on the number of Legal Document Assistants employed
  - 1 to 4 - \$ 25,000
  - 5 to 9 - \$ 50,000
  - 10 or more - \$100,000
- ( ) Filing Fees:
  - \$182 (Cash, check, money order, Visa, MasterCard, or ATM) payable to the Kern County Clerk; and
  - \$13 for the first page and \$3 per page for each additional page, separate **check, or money order only**, payable to the Kern County Recorder for your bond
- ( ) Provide a list of partners, officers, or employees to be covered by the Corporate or Partnership bond

(Note: A benefit of filing as a Corporation or Partnership is the ability to share the bond; however, each LDA must qualify independently and register with the County Clerk and pay the registration fee.)

**\*\*\*Please be aware that we are now taking appointments to process Professional Registrations. Please call our office at (661) 868-3743 at least 24 hours ahead to schedule your appointment.**

If you have any questions, you may review our copy of the Business and Professions Code, Section 6400, et seq., and/or purchase a copy at \$0.75 per page requested.

**WHAT IS THE DIFFERENCE IN EDUCATIONAL REQUIREMENTS?  
TO REGISTER FOR AN "UNLAWFUL DETAINER ASSISTANT"  
AND "LEGAL DOCUMENT ASSISTANT"?**

**Education and Experience Requirement to Register for Unlawful Detainer Assistant:**

There are no educational or experience requirements to register as an Unlawful Detainer Assistant.

**Education and Experience Requirements to Register for Legal Document Assistant:**

Business and Professions Code Section 6402.1: To be eligible to apply for a registration under this chapter as a legal document assistant, the applicant must possess at least one of the following:

- (a) A high school diploma or general equivalency diploma, and either a minimum of two years of law-related experience under the supervision of a licensed attorney, or a minimum of two years experience, prior to January 1, 1999, providing self-help.
- (b) A baccalaureate degree in any field and either a minimum of one year of law-related experience under the supervision of a licensed attorney, or a minimum of one year of experience prior to January 1, 1999, providing self-help service.
- (c) A certificate of completion from a paralegal program that is institutionally accredited but not approved by the American Bar Association, that requires successful completion of a minimum of 24 semester units, or the equivalent, in legal specialization courses.
- (d) A certificate of completion from a paralegal program approved by the American Bar Association.

COUNTY OF KERN  
COUNTY CLERKS OFFICE  
AIMEE X. ESPINOZA  
1115 Truxtun Ave  
Bakersfield, CA 93301  
www.co.kern.ca.us/ctyclerk



## LEGAL DOCUMENT ASSISTANT REGISTRATION (CORPORATE OR PARTNERSHIP)

FOR COUNTY CLERK USE ONLY

**Registration Number** \_\_\_\_\_

If a renewal, a new # must be assigned if there is a  
Lapse in the period of registration.

**Expiration Date** \_\_\_\_\_

Two years from date of filing or bond expiration,  
Whichever comes first.

Please **TYPE** or **PRINT** legibly and firmly in **BLACK** ink. Neither the County Clerk nor her deputies are permitted by  
Law to give legal advice and/or assistance. This filing will be a public record and there are no refunds.

☐ **PRIMARY REGISTRATION**

☐ **SECONDARY REGISTRATION** – Print County of Primary Registration: \_\_\_\_\_

**Filing Fees:**

Filing Registration: \$182.00  
(includes one ID card)  
Each Additional ID card: \$10.00

**Additional Fees:**

Recording of bond – 1<sup>st</sup> page: \$13.00  
Each additional page of bond: \$3.00  
(Recording fees must be paid in a separate check)

**\*\*Completely and legibly** fill in all personal information requested in Part A.  
**\*\*Check each applicable box in Parts B - E and provide information as requested for each box that is checked. Attach legible copies of all documents requested for each box that is checked (attach certified copies and originals as specified).**  
**\*\*You must sign the completed application under penalty of perjury.**

**A. Business and Personal Information**

Business Name			
Business Street Address	City	State	Zip Code
Business Telephone Number			

**Name and Date of Birth of each Corporate Officer or General Partner**

Name:	Date of Birth:
Name:	Date of Birth:
Name:	Date of Birth:
Name:	Date of Birth:
Name:	Date of Birth:

Number of Legal Document Assistants employed by the corporation or partnership (check a box):  
☐ 1 – 4 (\$25,000 bond)      ☐ 5 – 9 (\$50,000 bond)      ☐ 10 or more (\$100,000 bond)

**B. Education and Experience (You must qualify under section 1, 2, 3 or 4 and submit all required documentation.)**

**This information must be provided for at least one corporate officer or general partner.**

**Name of corporate office or general partner for whom education and experience information is being provided:** \_\_\_\_\_

**1.**

☐ Paralegal program/ABA School

I have earned a certificate of completion from a paralegal program that is approved by The American Bar Association (attach copy of certificate of completion.)

**2.**

☐ Paralegal Program/Non-ABA School

I have earned a certificate of completion from a paralegal program that is institutionally accredited but that is not approved by the American Bar Association (attach copy of certificate of completion.)

AND

☐ I have successfully completed a minimum of 24 semester

units (or the equivalent) in legal specialized courses (attach copy of transcript.)

Number of semester units or the equivalent: \_\_\_\_\_

**3.**

☐ College or University

I have a bachelor's degree in \_\_\_\_\_ (attach copy of diploma)  
(List field)

AND

☐ I have completed at least one year of law-related experience working under the supervision of a licensed attorney (attach original statement on the attorney's letterhead signed by the attorney describing the scope and dates of your experience.)

OR

☐ I have completed at least one year of experience providing self-help service as defined by Business and Professions Code 6400(d) before January 1, 1999 (attach original statement describing the scope and dates of your experience.)

**4.**

☐ High School or General Equivalency Diploma

I have a high school diploma (attach copy of diploma) or a general equivalency diploma (Attach copy of diploma)

AND

☐ I have completed at least two years of law-related experience working under the supervision of a licensed attorney (attach original statement on the attorney's letterhead signed by the attorney describing the scope and dates of your experience.)

OR

☐ I completed at least two years of experience providing self-help service as defined by Business and Professions Code 6400(d) before January 1, 1999 (attach original statement describing the scope and dates of your experience.)

**C. Civil Judgment**

1. Has any officer/partner been held liable in a final judgment or a stipulated judgment entered in a civil action that alleged fraud, use of an untrue or misleading representation, or use of an unfair, unlawful, or deceptive business practice?  
☐ YES ☐ NO (attach certified copy of each judgment)  
Name of officer/partner for whom judgment information is provided: \_\_\_\_\_
2. Has any officer/partner had a civil judgment entered against you in an action arising out of your negligent, reckless, or willful failure to properly perform your obligation as a legal document assistant or an unlawful detainer assistant?  
☐ YES ☐ NO (attach certified copy of each judgment)  
Name of officer/partner for whom judgment information is provided: \_\_\_\_\_

**D. Criminal Conviction** (Note: Conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any conviction dismissed under Penal Code 1203.4 must be included.)

1. Has any officer/partner been convicted of a felony? ☐ YES ☐ NO  
(Attach certified copy of each conviction and disposition)  
Name of officer/partner for whom judgment information is provided: \_\_\_\_\_
2. Has any officer/partner been convicted of a misdemeanor unlawful practice of law or contempt of the authority of a court under Business and Professions Code 6126 or 6127?  
☐ YES ☐ NO (attach certified copy of each conviction and disposition)  
Name of officer/partner for whom judgment information is provided: \_\_\_\_\_
3. Has any officer/partner been convicted of a misdemeanor violation of the provisions on legal document assistants and unlawful detainer assistants at Business and Professions Code 6400-6416?  
☐ YES ☐ NO (attach certified copy of each conviction and disposition)  
Name of officer/partner for whom judgment information is provided: \_\_\_\_\_

**E. Revocation of Registration/Disbarment or Suspension**

1. Has any officer/partner had a registration as a legal document assistant, or an unlawful detainer assistant revoked by a County Clerk under Business and Professions Code 6413? ☐ YES ☐ NO (attach certified copy of each revocation)  
Name of officer/partner for whom judgment information is provided: \_\_\_\_\_
2. Is any officer/partner presently disbarred or suspended from the practice of law pursuant to Business and Professions Code 6100-6117? ☐ YES ☐ NO  
Date of Disbarment or Suspension: \_\_\_\_\_  
Name of officer/partner for whom judgment information is provided: \_\_\_\_\_

## Renewal of Registration

To be eligible to renew registration, registrant shall complete 15 hours of continuing legal education courses during the two-year period preceding renewal in accordance with Business & Professions Code §6402.2

☐ I have completed the legal education courses required by Business & Professions Code §6402.2

***I declare under penalty of perjury under the laws of the State of California that all information on this application and on all accompanying documents is true and correct.***

Signature\*: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature\*: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*Corporate application must be signed by the Chairman of the Board of President; or by Vice President and a Secretary/Asst. Secretary/FO/Ass. Treasurer

\*Partnership applicant must be signed by at least one general partner